

## California State Parks

DISCOVER THE MANY STATES OF CALIFORNIA

*To provide for the health, inspiration and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high quality outdoor recreation*



# BALDWIN HILLS SCENIC OVERLOOK



## California State Parks

Los Angeles Sector Office  
700 N. Alameda Avenue, #4/500  
Los Angeles, CA 90012

Phone: 323-441-9181  
Fax: 323-441-8863  
E-mail: [scampbell@parks.ca.gov](mailto:scampbell@parks.ca.gov)

# **Baldwin Hills Scenic Overlook**

## **Special Events Guidelines**

### **2009/2010 Events**

Thank you for your recent inquiry about holding an event at the Baldwin Hills Scenic Overlook (BHSO). The primary objective of the Baldwin Hills Scenic Overlook is to serve as a California State Park unit and promote the mission of California State Parks. We are happy to offer the park as a venue for your special event, but we must ensure the integrity of this valuable resource for the enjoyment of all who visit in the years to come. In permitting special events at the Baldwin Hills Scenic Overlook, California State Parks must limit any potential expenses to the public for your private use of the grounds. Therefore, all costs associated with a special event are included in the permit process.

Events are held only in designated areas of the grounds and interior facilities at the Baldwin Hills Scenic Overlook and Visitor Center Complex. A special use permit will indicate which areas are to be used for each special event. The public may concurrently use other areas of the property during regular park hours and your event must not impede public access to pathways, trails, and facility restrooms.

### **Rules and Restrictions Applicable to Special Events at the Baldwin Hills Scenic Overlook**

1. Wedding ceremonies will be permitted on the Scenic Overlook, in the Native Plant Garden/Natural Amphitheater, Pavilion or other areas as designated by California State Parks representative.
2. The Pavilion and immediately surrounding area (see plot plan) will be available for receptions or other types of educational, cultural and corporate events.
3. Events with food must be catered. Baldwin Hills Scenic Overlook works with approved caterers only. State Representative will provide the approved list of caterers.
4. Caterers are responsible for provision of trash receptacles, event clean up, and trash removal.
5. All facilities will be clean and inspected prior to event.
6. All facilities must be clean and undamaged at inspection after event breakdown.
7. Planted areas, lawns, and drains on the grounds and in buildings must NOT be used to dump any liquids or solids, i.e. beverages, dirty water from dishes, scraps from food preparation, set-up or clean-up.
8. The theater and conference room will be available for meetings, conferences, screenings, lectures, and educational programs.
9. Permittees must provide their own audio visual equipment for use in the theater.
10. Sixty chairs are available upon request for use in the theater or pavilion.
11. No food or beverage is allowed in the theater – Catered food and beverage may be provided outside in the Visitor Center Entrance/Amphitheater area.
12. Conference room is available for luncheon meetings with a minimum 4 hour rental, however, food and drink must be catered.
13. Conference room may be reserved for one or two hour blocks with food and beverage limited to continental breakfast items. A \$25.00 fee will be charged for trash removal and clean up.

14. The Visitor Center is not available to the general public for special events.
15. The Visitor Center conference room may be used as a bridal room upon request.
16. Facility restrooms are available for events but must also remain accessible to the public during regular park hours. Staff restrooms are located behind the kitchen.
17. Total event capacity is 150 guests.
18. Conference room capacity is 20
19. Pavilion maximum seating capacity is 87
20. Theater maximum seating capacity is 89
21. Events must occur between the hours of 8:00 am and 10:00 pm. Breakdown of the event must be finalized and all vendors off premises, with gates closed and locked, by 12:00 am.
22. No beverages, including alcohol, may be sold; a host bar is required. It is the responsibility of the Permittee and its vendors to ensure that no alcohol is served to anyone under the age of 21. All the alcohol that is planned on being consumed must arrive before the guests. Alcohol may not be brought into the premises after guests arrive. Red wine is prohibited on the premises. Only clear liquids may be served.
23. If Alcohol is served at the event, a State Park Ranger is required for event monitoring.
24. If anyone under the age of 21 is caught consuming alcohol, alcohol service at your event will be terminated.
25. Uniformed State Park Representatives at events are present to protect the Park resources and ensure compliance with the terms of the permit. State Representatives will not provide security for your event or monitor guest arrival.
26. The Permittee may only use power outlets as indicated by California State Parks Maintenance Chief. Electrical usage in excess of 30 amps for the entire event will require provision of a generator from a rental company.
27. The Permittee shall not affix any decoration into, nor onto, any of the buildings, structures, trees or other vegetation without prior written approval of California State Parks staff. This includes the use of double-sided tape, staples, nails, or tacks.
28. Candles or open flame are prohibited. Battery operated lanterns may be used.
29. Wedding parties shall not throw rice. Party balloons, confetti and fresh flower petals are prohibited. Live birds may not be released into the air or on the grounds.
30. Pets are not allowed at the Baldwin Hills Scenic Overlook.
31. Photo sessions outside the permitted hours of your event must be pre-approved and permitted, and a State Park monitor must be on-site during photo session.
32. General liability insurance of \$1,000,000.00 dollars is required for any and all events.
33. All vendors, including DJ's, must carry and provide evidence of worker's compensation insurance in the amount of \$1,000,000.00 dollars. Alternately, the client may include all vendors in an umbrella insurance policy (through Wed Safe or Traveller's insurance)
34. Staging area for vendors and catering vehicles will be allowed behind the Pavilion. A single catering vehicle may stay in the area for the duration of food preparation only.

35. Smoking at the Baldwin Hills Scenic Overlook is prohibited
36. 40 reserved parking spaces are included in the cost of the permit for receptions and/or ceremonies.
37. Up to 40 parking spaces for theater and/or conference room may be reserved for an additional cost of \$6.00 dollars per parking space.
38. Shuttle service will be required for off-site parking and must be arranged by permittee.
39. Failure to abide by the rules and regulations as specified and incorporated in the event permit may result in event termination.
40. The Baldwin Hills Scenic Overlook is closed on holidays and special events are not allowed on holidays.

## **Event Fees**

### **Ceremony only (Overlook or Pavilion)**

1 hour

1 – 50 Guests	\$500.00
51 – 100 Guests	\$600.00
101 – 150 Guests	\$700.00

### **Ceremony and Reception (Overlook and/or Pavilion)**

4 hour minimum

1 – 50 Guests	\$2,000.00	\$500.00/hourly
51 – 100 Guests	\$2,400.00	\$600.00 /hourly
101 – 150 Guests	\$2,800.00	\$700.00/hourly

### **Theater Rental**

4 hour minimum	\$800.00	\$200.00/hour
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### **Conference Room Rental**

2 hour minimum	\$300.00	\$150.00/hour
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### **Event Prep/Strike**

1 – 75 Guests	\$125.00/hour
76 – 150 Guests	\$250.00/hour

### **Deposits**

To confirm your reservation, a non-refundable deposit of \$500.00 dollars should be provided by money order, cashiers check, or cash made payable to California State Parks. A separate, refundable security deposit of \$500.00 dollars is also required at the time of reservation.

The balance is due 30 days prior to your event date, along with proof of liability insurance, vendor insurance verification, event checklist, and notification of any changes to your event. A final walk-through with all vendors and a State Parks representative is required at least 2 weeks prior to your event.

\*All fees include the cost of monitoring by uniformed State Park employees. State Park monitors will be on-site to ensure that the terms and conditions of this permit are met. They will also work with the public to ensure the privacy of your event.



SPECIAL EVENT PERMIT

**INSTRUCTIONS:** To apply for a Special Event Permit, complete this form and read the Special Event Permit Terms and Conditions attached. Submit an original and 2 copies of completed forms (an original and 3 copies for hazardous events), all with original signatures, any supplemental documents (see No. 4 below), and a check or money order to cover the required filing fee to the District office of the park unit where the event will be held.

APPLICANT/ORGANIZATION

ADDRESS	CITY/STATE/ZIP CODE	
CONTACT PERSON	BUSINESS PHONE (     )	HOME PHONE (     )
PARK UNIT	LOCATION	
SPECIFIC USE	DATE(S)	HOURS

1. PURPOSE OF THE EVENT:
2. PARK AREA/FACILITIES TO BE USED:
3. MAXIMUM NUMBER OF PEOPLE EXPECTED TO ATTEND THE EVENT AT ONE TIME AND METHOD FOR LIMITING ATTENDANCE (THE STATE MAY LIMIT THE MAXIMUM ATTENDANCE WITHIN ITS DISCRETION):

4. PLEASE ANSWER THE FOLLOWING QUESTIONS:

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Does the event involve the sale or use of alcoholic beverages?
<input type="checkbox"/>	<input type="checkbox"/>	Will additional fees be charged for participants (beyond regular facility fees)?
<input type="checkbox"/>	<input type="checkbox"/>	Will items or services be sold at the event?
<input type="checkbox"/>	<input type="checkbox"/>	Are there any other special conditions or requirements? (e.g., accessibility - see page 2)

If you answered yes to any of the above questions or if liability insurance is required (see Special Event Permit Terms and Conditions), please complete and attach a DPR 246A, Special Event Permit Supplement. If none of the above conditions apply, please complete the signature block below.

I have read and accept the Special Event Terms and Conditions attached. I understand that the District Superintendent or authorized representative may terminate without prior notice any special event activity when it is necessary for the safety and enjoyment of the public, for the protection of the resources, or for violation of any rules or regulations of the Department of Parks and Recreation or conditions of this permit. I also understand that any Special Event Permit may be cancelled without notice in the event of disaster or unforeseen emergency.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

FOR DEPARTMENT COMPLETION ONLY		Department of General Services Use Only
TOTAL PERMIT FEES	COMMENTS	
REVIEWED AND RECOMMENDED BY ▶	DATE	
TITLE	BUSINESS PHONE (     )	
ADDRESS	CITY/STATE/ZIP CODE	
APPROVED BY ▶	DATE	
TITLE	BUSINESS PHONE (     )	
ADDRESS	CITY/STATE/ZIP CODE	
DIRECTOR APPROVAL (for alcoholic beverage sale of more than 4 days only) ▶	DATE	

# SPECIAL EVENT PERMIT SUPPLEMENT

State of California - The Resources Agency  
DEPARTMENT OF PARKS AND RECREATION

*INSTRUCTIONS: Complete the information requested below then submit this form with your DPR 246, Special Event Permit.*

1. List of fees and charges to participants attending the event. (This is in addition to regular park facility fees)

2. Plan and method for collecting special fees.

3. Estimated gross receipts and net profits to the permittee.

4. Guaranteed minimum fees and/or percentage of the gross income to be paid to the State as rent.

5. Method of garbage collection and disposal.

6. List of items to be sold during the event.

7. Method of advertising and promoting the event. Attach sample copy of brochures, flyers, poster, etc. The State reserves the right to review and approve all promotional material to protect the interest of the Department.

8. Detailed description of the program to be presented and the displays and concession booths to be installed. (Prepare attachment if additional space is required.)

9. List of all the organizations involved whether sponsors, recipients or promotional firms. Commercial sponsors must specifically be listed.



## FOR DEPARTMENT COMPLETION ONLY

SPECIAL CONDITIONS REQUIRED OF THE PERMITTEE BY THE DEPARTMENT OF PARKS AND RECREATION:

Have accessibility issues been addressed? ☐ YES ☐ NO

EXCEPTIONS TO SERVICES PROVIDED BY THE STATE AS LISTED IN SPECIAL EVENT PERMIT AND CONDITIONS:

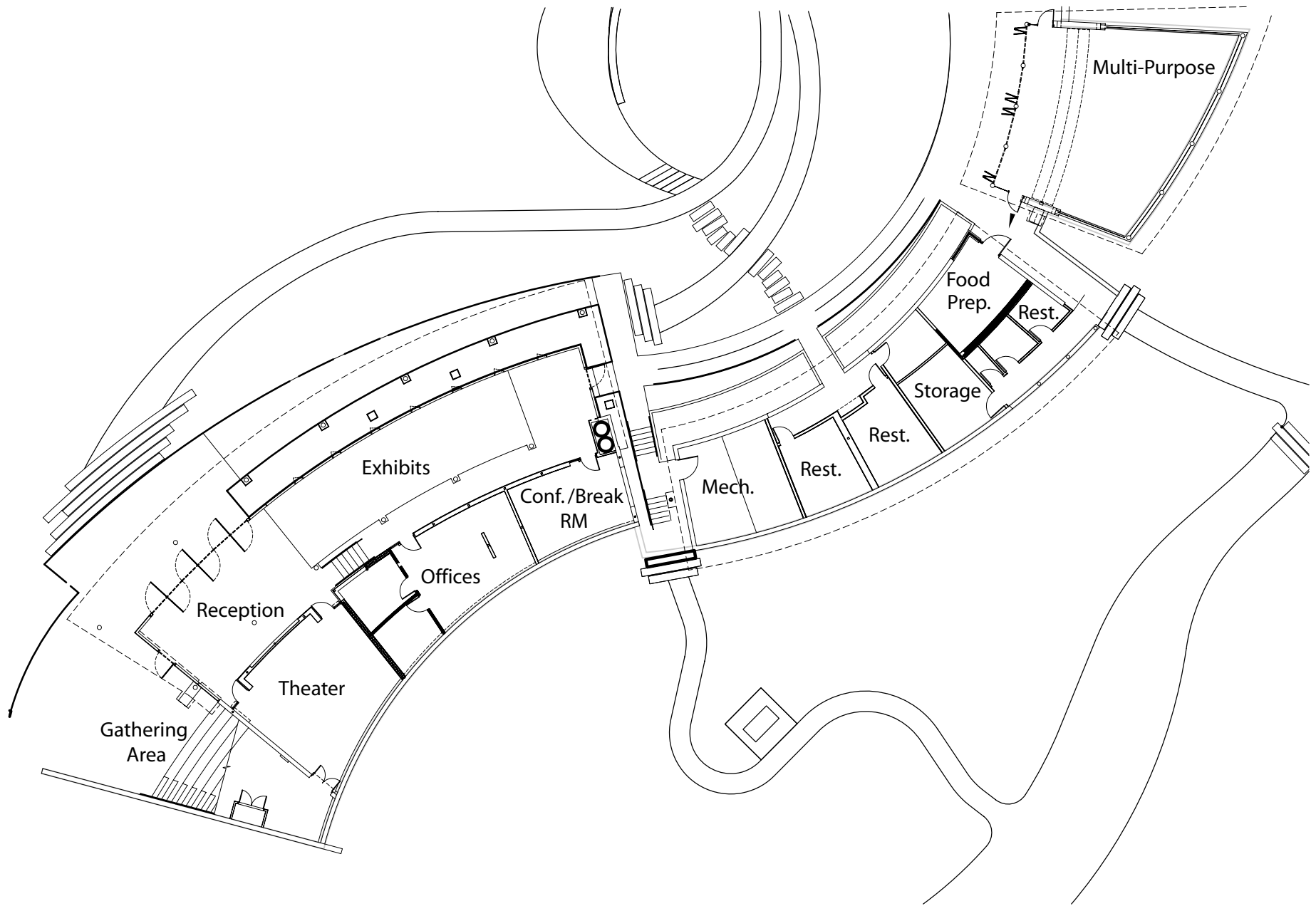
THE ITEMS CHECKED BELOW MUST BE RECEIVED AT THE DISTRICT PRIOR TO THE EVENT UNLESS OTHERWISE STATED.

- ☐ \$ \_\_\_\_\_ Permit
- ☐ \$ \_\_\_\_\_ Damage Deposit
- ☐ Proof of liability insurance coverage (Certificate of Insurance) in an amount not less than the following:
  - ☐ Combined single limit (CSL) \$500,000 per occurrence (must be received at least 60 days in advance of event)
  - ☐ Combined single limit (CSL) \$1,000,000 per occurrence (must be received at least 60 days in advance of event)
  - ☐ Public liability \$300,000 each person; \$500,000 each occurrence. Property damage, liability and products damage liability \$200,000.
- ☐ Copy of license to sell alcoholic beverages from the California Department of Alcohol and Beverage Control (must be received at least 10 days in advance of event)

☐ YES ☐ NO WALK THROUGH CONDUCTED WITH PERMITTEE.

COMMENTS:

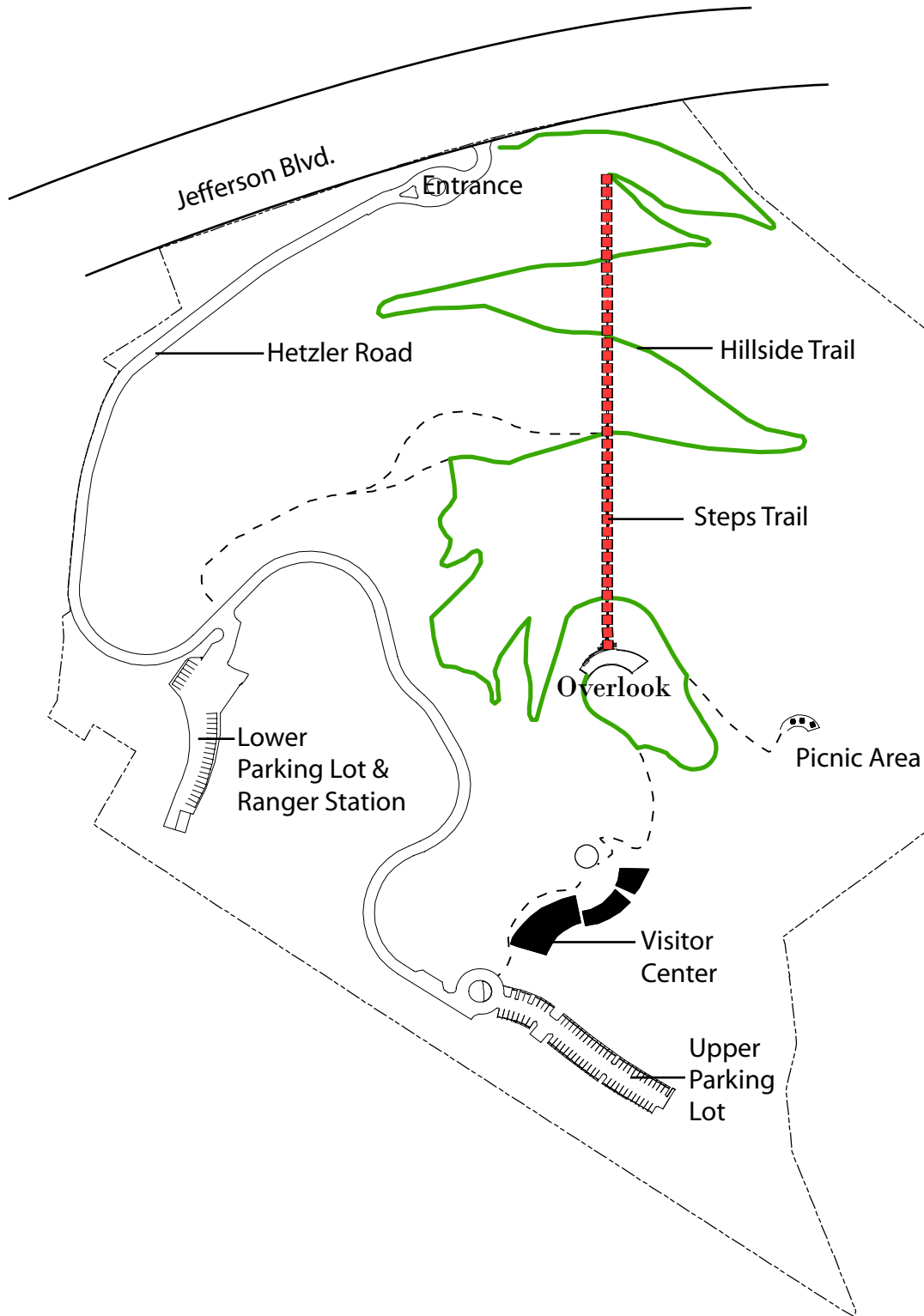




# Baldwin Hills Scenic Overlook

Visitor Center Complex





# Baldwin Hills Scenic Overlook

Site Map



**Baldwin Hills Scenic Overlook**  
Approved Caterers

**Truly Yours Catering**

10940 Burbank Blvd.  
North Hollywood, CA 91601  
818-753-9100  
[www.TrulyYoursCatering.com](http://www.TrulyYoursCatering.com)

**Creative Cuisine Concepts**

310-783-2071  
[www.ccuisineconcepts.com](http://www.ccuisineconcepts.com)

**Urban Green Cuisine, LLC**

169-171 Waverly Drive  
Pasadena, CA 91105  
310-306-5554

**Event Beverage Solutions, Inc.**

EBS Sports & Entertainment  
415 Laurel St., Ste. 306  
San Diego, CA 92101  
619-232-4327